

OUTLINE OF INSTRUCTIONS FOR DEVELOPING ORR STATEMENTS OF FUNCTIONS

1. Purpose and Uses of Statements of Functions

- a. Information and compliance.
- b. Program and budget planning and execution.
- c. Position classification.
- d. Guide to daily operations.
- e. Frame of reference for assignment of new functions.
- f. Basis for development of procedures.

2. Tools Normally Used in Preparing Statements of Functions

- a. Delegations of authority, written or otherwise.
- b. Policy statements and related papers.
- c. Planning documents containing purposes and objectives.
- d. Internal orders and directives to subordinates.
- e. Memoranda of understanding or agreements prescribing relationships with other organizations.
- f. Key job descriptions, if available.
- g. Procedural documents.
- h. Records of past performance.
- i. ORR functions as prescribed by CIA regulations.
- j. NSCID's

3. Format and Content of Statements of Functions

- a. Head up document with official title or organizational element.
- b. Include name and title of preparing official and date of submittal.
- c. Describe clearly and concisely the mission of the Branch or Division whose functions are being explained.
- d. Use arabic numbering system, beginning first with the most important function and adding functions in order of decreasing importance.
- e. Spell out action responsibility for policy formulation and execution, precisely defining the extent of responsibility; and indicate the extent to which your organization has review responsibility for matters involving external action responsibility.
- f. Exclude all functions contemplated but not actually being performed.
- h. Exclude responsibilities common to all organizational elements of ORR.

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